



**JUSTICE CABINET  
DEPARTMENT OF  
JUVENILE JUSTICE  
POLICY AND PROCEDURES**

**REFERENCES:**  
**505 KAR 1:110**  
**4-JCF-4B-02**  
**3-JTS-4B-15**  
**3-JDF-4B-15**  
**2-CO-4D-01**  
**1-JBC-4B-13**

**CHAPTER: Program Services**

**AUTHORITY: KRS 15A.0652**

**SUBJECT: Hair and Grooming**

**POLICY NUMBER: 301.2**

**TOTAL PAGES: 4**

**EFFECTIVE DATE: 1/04/2016**

**APPROVAL: Bob D. Hayter**

**, COMMISSIONER**

**I. POLICY**

The Department of Juvenile Justice (DJJ) shall provide youth in the custody and care of DJJ hair care and grooming services in a safe and sanitary manner.

**II. APPLICABILITY**

This policy shall apply to each DJJ group home and youth development center (YDC).

**III. DEFINITIONS**

Refer to Chapter 300.

**IV. PROCEDURES**

**A. Licensed Professionals**

1. Only individuals licensed by the state of Kentucky as a barber or a cosmetologist shall provide hair care and grooming services to youth.
2. Each contracted barber or cosmetologist shall have a documented facility specific pre-service orientation training, prior to conducting business at a DJJ residential facility. The Superintendent or designee shall ensure that the orientation includes training on tool control, control of hazardous materials, and other basic procedures.

**B. Security**

1. Staff shall supervise the barber or cosmetologist when a youth is receiving services.
2. The contracted barber or cosmetologist shall be required to follow all

<b>POLICY NUMBER</b> <b>DJJ 301.2</b>	<b>EFFECTIVE DATE:</b> <b>1/04/2016</b>	<b>PAGE NUMBER</b> <b>2 of 4</b>
--	--	-------------------------------------

facility security procedures.

3. All tools, equipment, and chemicals utilized by the barber or cosmetologist, shall be in the control of and maintained by the barber or cosmetologist when conducting business at a DJJ residential facility.

**C. Sanitation**

1. The barber or cosmetologist shall adhere to the sanitation standards set out for licensure. Equipment used for hair care services shall be sanitized after each use.
2. When the barber or cosmetologist observes an open lesion, cut, or wound on the scalp, neck, or facial area, staff shall be notified and the youth shall be referred for immediate medical services. In the event that an open lesion, cut, or wound occurs during the barbering process, the supervising DJJ staff shall provide appropriate first aid and the youth shall not be provided further barber or cosmetology services until medically cleared.
4. The facility nurse shall be notified and follow-up with the youth for medical consultation regarding the lesion, cut, or wound.
3. No barber or cosmetologist shall perform medical therapy on any skin condition.

**D. Grooming services shall be made available to youth at least one (1) time each month.**

**E. Documentation**

1. The Superintendent or designee shall maintain documentation of a barber or cosmetologist visit via the visitor sign in log.
2. Documentation of a youth's receipt of grooming services shall be included in the youth's Individual Client Record (ICR).

**F. Hair and Facial Hair Grooming Guidelines for Youth**

1. DJJ staff shall not cut, shave, groom, or style the hair or facial hair of a resident.
2. DJJ staff shall not mandate or order that the hair or facial hair of a youth be cut, except in the following circumstances:
  - a. The youth participates in the Cadet Leadership and Education Program (CLEP);
  - b. When a medical condition exists and approved by the Director of Medical Services;
  - c. When the cutting or styling of designs in the hair represent gang identification symbols;
  - d. When the hair presents a safety or security concern for the facility and

<b>POLICY NUMBER</b> <b>DJJ 301.2</b>	<b>EFFECTIVE DATE:</b> <b>1/04/2016</b>	<b>PAGE NUMBER</b> <b>3 of 4</b>
--	--	-------------------------------------

approved by the Assistant General Counsel and Commissioner; or  
e. When required by a youth's employer.

4. Each youth shall have hair that is clean and styled in such a way that it makes him or her easily identifiable to staff.
5. Youth shall be allowed to grow and maintain facial hair not to exceed a length of one-fourth (1/4) inch, except for CLEP youth.
6. Youth shall be issued culturally sensitive hair maintenance items or general hair care products for a one-time use on a daily basis, including combs and brushes. Hair shall not contain excessive amounts of grooming aids.
7. DJJ shall have the right to search the hair of a youth for contraband, if there is a reasonable suspicion that the youth has contraband. The search shall be documented in the running record.

#### G. Hairstyles

1. A youth's hair shall be neatly groomed.
2. Youth may wear braids, cornrows, or dreadlocks that are neatly groomed.
3. Youth shall not be permitted to wear hairstyles that allow hair to fall lower than the eyebrows.

#### H. Hair Ornaments and Designs

1. Hairpins and bobby pins shall be prohibited for all youth.
2. Youth shall not be allowed to cut or style designs into their hair.
3. Youth shall not color hair or cut hair in extreme styles after admission to the facility.

#### I. General Information

1. Long hair shall be pulled up off the shoulders when on work details or vocational programming, where safety or sanitation considerations so require.
2. Hairnets shall be provided for youth that work in food service.
3. Wigs and hairpieces, when medically necessary, shall be approved by the Director of Medical Services or designee.
4. Basic hair care services and culturally sensitive hair care maintenance shall be provided free of charge to the youth. Basic hair care services shall include a haircut. Culturally sensitive hair care maintenance shall include basic wash and relaxation, when a licensed professional with expertise in culturally sensitive hair care is readily available. Relaxation requires parental permission unless the youth has attained the age of eighteen (18).

<b>POLICY NUMBER</b> <b>DJJ 301.2</b>	<b>EFFECTIVE DATE:</b> <b>1/04/2016</b>	<b>PAGE NUMBER</b> <b>4 of 4</b>
--	--	-------------------------------------

5. When the appearance of a youth changes, including a significant change in hairstyle or length or the presence of facial hair, DJJ staff shall obtain an updated photograph of the youth to be scanned into the electronic record.

## **V. MONITORING MECHANISM**

Monitoring shall be accomplished by the Superintendent and medical staff, as necessary.